No. RS(M)/2016/Paperless working

New Delhi, dated: 27/09/2016

The General Manager, All Indian Railways/PUs, NF(C), CORE
The DG/RDSO/Lucknow & NAIR/Vadodara
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWF/Bengaluru, RWP/Bela

Sub: Implementation of digital processing of material accountal, digital payment and paperless contracting

A. Railway Budget 2016-17 has brought out Railway’s corporate objective to initiate end-to-end paperless contracting.

   The paperless working aims at paperless subsystem such as paperless demand generation and demand vetting, paperless tender schedule, paperless offer and paperless tabulation, paperless technical comment, paperless tender committee proceedings, paperless acceptance, paperless PO vetting and paperless PO placement with digitization of their associated business processes.

B. These are being implemented on Indian Railways through Integrated Material Management System (iMMS).

   1. Need for issuing enabling instructions to facilitate paperless working has been under consideration of Railway Board. This instruction hereby authorizes all units of Indian Railways to transit from paper based working to paperless mode of working for different sub-systems (as indicated in para A above) so as to lead to paperless contracting.

   1.1 An important offshoot of the paperless working is that payment to firms can be done without insisting on the hard copy of receipted challan/R note/inspection certificate etc. if these are generated/available on iMMS. Thus, if receipted challan/R notes/inspection certificate etc. are generated /available on iMMS, bill passing by the consignee and bill payment by the bill paying authority will hereinafter be done without insisting on hard copy of the same either from depot or from the supplier. The payment to supplier will be made by IPAS based on the receipted challan/R note generated digitally on iMMS.
1.2 CRIS has integrated iMMS and IPAS to facilitate such online processing. Wherever, iMMS and IPAS have been implemented, Purchase Order, Receipted Challan and R-Note data available on the system alone will be used in IPAS and manual entry of PO and R-Note data in IPAS shall stop. In its place, the data retrieved by IPAS from iMMS will be used.

1.3 An integral part of the materials management in vogue on Indian Railway today, is generation of stores transaction vouchers and related statements. These are currently being processed either from EDP centre or on stand-alone MMIS system. These systems and reports being based on data entry and batch-processing will become obsolete and redundant on switching to online working on iMMS. In order to ensure availability of all relevant information, vouchers and statements from the very source, iMMS will generate necessary documents/ vouchers/statements and the generation of these from stand alone MMIS/EDP centre will be discontinued.

1.4 Also, progressively, as iMMS/IREPS gets integrated with other systems such as WISE, LMS, PMS etc, the back and forth exchange of information/vouchers will be only digitally to/from these sub systems and no hard copy will be necessary.

2. Accordingly, wherever the tabulation, TC, POs, M.A.s, R notes, issue notes, inspection note, rejection note, material requisition slip, UTS and PRS ticket details etc. are being generated on iMMS/IREPS or on the sub system mentioned in para 1.4 above, the practice of their distribution in hard copy will cease. The exchange of documents will be only done digitally.

3. However, communication of POs, R note and other documents to entities outside Indian Railway will continue to be in hard copy till further advice.

4. In order to facilitate quick dissemination of information to vendors after the material is dispatched by them, intimation about receipt of consignment, issue of receipted challan, issue of R note will be communicated to the vendors on their registered mobile number and/or e-mail id as available on the iMMS/IREPS/VIMS systems. Similarly wherever, payment is made to the firm using IPAS, digital intimation of the same will be sent from IPAS to the vendor on its registered mobile number and/or e-mail.
5. In order to facilitate above, suitable broadband connectivity (through wire or dongle) may be provided.

6. The date of implementation of the above instructions will be advised to the Zonal Railways after obtaining confirmation from CRIS.

This is issued with the approval of Board (FC).

(Bhaskar Narang)  
Adviser/RS(P)

(B. B. Verma)  
Adviser (Accounts)

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